

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting of –Administrative Staff
09-07-2021 at 02.00 pm in AF2, Mahatma Gandhi Block, AMET

Agenda

1. Discuss the Automation of Library stock and movement
2. Discuss the student awareness programme on Library utilization
3. Discuss the additional facilities required

Members attended

1. Dr.Sekar, Librarian
2. Mr.S.Balaji, Director, Centre for ICT Enabled Education
3. Mr.Sundar, Director EMRDC
4. Dr. D.Arivazhagan, Coordinator-IQAC(Convener)

Agenda points discussed by the Committee and resolved to recommend the following:

The IQAC Co-ordinator welcomed the members and appreciate their efforts in maintaining Library records. The following recommendation has been made after discussion:

1. Daily entry of transaction of books automated. Recommended for software upgradation.
2. Recommended to conduct an awareness programme to students regarding utilization of Library
3. More number of books may be incorporated with RF ID
4. More number of club activities to be conducted
5. Encourage the students to utilize the digital Library

The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
RF ID implementation	Purchasing RF Id	RF ID purchased and allocated for Books
Awareness programme	Plan to have an awareness programme for students	Conducted awareness programme to all the students through online/off line.


Coordinator, IQAC

CORE WORKING GROUP
INTERNAL QUALITY ASSURANCE CELL (IQAC) AMET UNIVERSITY
MINUTES OF THE MEETING OF CORE WORKING GROUP
DATE: 14-05-2021 TIME: 11.00 AM
MODE: VIDEO CONFERENCING THROUGH Google Meet

Members participated

1. Col. Dr G Thiruvassagam Vice Chancellor, Chairman
2. Dr Arivazhagan, CWG Member
3. Dr Rajavelan, CWG Member
4. Dr Rajasekar, CWG Member
5. Mr Sundar, CWG Member
6. Dr Poongavanam, CWG Member
7. Mr Praveen Kumar, CWG Member
8. Dr Prabhakaran, CWG Coordinator
9. Dr Jayaprakashvel, IQAC Coordinator, Convener

Agenda

1. Finalizing the Work from Home during COVID-19 lockdown period
2. Pending works from the Criterion Managers
3. Identification of Gaps in planned works
4. Identification of immediate works to be done for NAAC visit

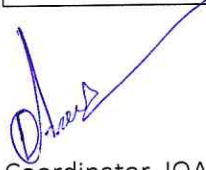
Points discussed and resolved

1. Vice Chancellor has welcomed all the members and briefed the safety measures to be taken while at home to prevent COVID-19
2. Vice Chancellor has invited every criterion manager to brief about the works undertaken so far and works planned further
3. Each members have narrated their work status and informed about the major limiting factors in each of the criterion
4. Dr S Prabhakaran has to prepare and submit a document on quantitative metrics with achievable bench marks
5. Dr M Jayaprakashvel has to prepare a list of priority works to be attended immediately NAAC visit
6. Vice Chancellor has conveyed that each member can send a detailed report about major limiting factors, strong metrics, and weak metric and metrics in which we cannot score anything on or before 20-04-2021.
7. Vice Chancellor has appreciated all the CWG members and concluded the meeting at 12.45 pm

The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
Detailed report about major limiting factors, strong metrics, and weak metric	CWG group planned to prepare and submit the report	Based on the report, the campus facilities has been improved for NAAC inspection

List of priority works to be attended	Discuss with Maintenance Department to carry out the pending work	The listed work has been carried out by the Maintenance Department based on priority
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Coordinator, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting of –Administrative Staff
15-04-2021 at 02.00 pm in AF2, Mahatma Gandhi Block, AMET

Agenda

1. Discuss the Maintenance of existing records
2. Improving file system
3. Discuss the additional facilities required

Members attended

1. Mr. Paul, Assistant Registrar, Administration
2. Mrs. Glory, Administrative Assistant
3. Mr. Subramanian, External member
4. Dr. D. Arivazhagan, Coordinator-IQAC (Convener)

Agenda points discussed by the Committee and resolved to recommend the following:

The IQAC Co-ordinator welcomed the members and appreciate their efforts in maintaining administrative records. The following recommendation has been made after discussion:

1. Daily entry of transaction of files to be maintained
2. File Name should be clearly stated with Department name
3. Information regarding approval should be intimated through circular
4. Common format to be followed for communication
5. Conducting an audit

The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
Implementation of tracing in-coming and outgoing files	Planning to have a separate documentation	A separate notebook has been kept and maintained for tracking files.
Circular to be sent for activity	Plan to have a process to issue circular	Each activity proposal has to be submitted to IQAC and based on the recommendation from IQAC the circular issued for activities



Coordinator, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting of Green campus maintenance
12-03-2021 at 02.00 pm in AF2, Mahatma Gandhi Block, AMET

Agenda

1. Discuss the Maintenance of existing facility
2. Improving green campus facility
3. Discuss the additional facilities required

Members attended

1. Mr. Sudhakar, Assistant Registrar, Maintenance
2. Mr. Karthik, Manager, Maintenance
3. Mr. Saravanan, Civil department
4. Dr. D. Arivazhagan, Coordinator-IQAC (Convener)

Agenda points discussed by the Committee and resolved to recommend the following:

The IQAC Co-ordinator welcomed the members and appreciate their efforts in maintaining the campus. The following recommendation has been made after discussion:

1. Daily supervision needed in the green campus
2. Increasing the number of rain harvesting pits
3. Cleaning water facilities at an interval of one month
4. Maintenance of Campus bicycle floating scheme to be improved
5. Conducting Green audit

The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
Improvement of Green house	Planting more plants in Green house	The space of the Green house have been increased and more plantation done.
Conducting Green Audit	Discuss with Auditing Agency and conduct Audit	Green Audit has been conducted by WASMANPRO ENVIRONMENTAL SOLUTIONS LLP



Coordinator, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting of Green initiative in the campus
12-02-2021 at 02.00 pm in Janaki Raman Auditorium, AMET

Agenda

1. Discuss about the Data for NAAC SSR
2. Finalize the QIM and Executive summary of NAAC SSR
3. Student satisfaction survey

Members attended

1. The Registrar – Special invitee
2. The Director –Student affairs
3. Dr S Prabhakaran, Professor-Mechanical Engineering
4. Dr.Rajavelan, Asst.prof, EEE
5. Dr.Rajasekar, Prof. ABS
6. Mr.Sundar, Asst.prof, EEE
7. Dr.Poongavanam, Asso.Prof, ABS
8. Dr.Vetriselvan, Asst.Prof, ABS
9. Mr.Praveen, Asst.Prof, Mechanical Department
10. Dr.K.Umanath, Asso.Professor, Mechanical Department
11. Dr. D.Arivazhagan, Coordinator=IQAC(Convenor)

Minutes of the Meeting

The IQAC Coordinator welcomed the members and expressed his satisfaction about their work. Being 15th is the last date for submitting NAAC Self Study Report, the NAAC Core Team discussed about the final report.

The Data part explained by Dr.Umanath and finalized the department Evaluation form.

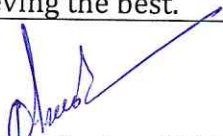
The IQAC Co-ordinator briefed about the QIM write-up and Executive summary. The Registrar suggested few corrections which was corrected in the meeting itself.

The Criterion-2 Manager Dr.Rajavelan explained about the Student Satisfaction Survey and its importance. The members recommended the same has to be briefed to all Faculty members.

The Final NAAC SSR approved by the members to brief the same to Management before submit to NAAC

The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
NAAC SSR to be shown to the Management	The Meeting for management has been planned on 13 th Feb 21	Complete SSR briefed to the Management and Heads of the department. The suggestions given by them has been incorporated
Student Satisfaction Survey Activity	Briefing about Student satisfaction survey to all HODs	A meeting for all Head of the Departments was convened by the Vice-Chancellor on 17 th Feb'21. The importance of the Student Satisfaction Survey has been explained and seek their co-operation in achieving the best.


 Coordinator, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting of AMET Alumni Association
21-01-2021 at 02.00 pm in AF2, Mahatma Gandhi Block, AMET

Agenda

1. Discuss the activities of Alumni association
2. Contribution of Alumni in placement
3. Discuss the contribution of AAA in Academic Activities

Members attended

1. Mr. Sangeetha Albin, MBA
2. Mr. Rajesh, MBA
3. Mr. Prem Anand, Naval architecture
4. Mr. Sudharsan, Naval Architecture
5. Mr. Jayasurya, Naval Architecture
6. Dr. D. Arivazhagan, Coordinator-IQAC (Convener)


Agenda points discussed by the Committee and resolved to recommend the following:

The IQAC Co-ordinator welcomed the members and appreciate their activities towards the Parent University and society. The IQAC requested the Alumni to contribute towards development of academic Infrastructure. The Alumni members agreed to participate in the following initiatives

1. Academic Related Activities
2. Placement to the current passed out students
3. Improving sports facilities

The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
Involving AMET Alumni Association(AAA) in Sports development	Discuss with AAA	IQAC discussed with AAA and they Assured to improve the sports facilities
Contribution for Academic activities	Discuss with Department people and AAA	AAA contributed significantly in academic activities by conducting special lectures and sharing their real time experiences


Coordinator, IQAC

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting

Date : 08-12-2020

Time 11.00 am to 1.30 pm

Venue: Janaki Raman Auditorium

Members Present:

1. Dr.P.Sivabalan, Naval Architecture and Off Shore Engineering Department
2. Capt.Dr.K.Rajesh, Nautical Science Department
3. Mr.Mohamed Rajob, Harbour Engineering.
4. Mr.Ramesh Kant, Mining Engineering
5. Mr.Harish Kumar, Marine Engineering
6. Dr.R.Srinivasan, AMET Business School
7. Mrs.G.Vennila, Information Technology
8. Mr.A.Govindan, Petroleum Engineering
9. Dr.L.Senthilnathan, Marine Biotechnology
10. Dr.P.Balaganesan, Mathematics
11. Dr.S.Krishna, English
12. Dr.N.Sivakumar, Chemistry
13. Dr.John wion, Food Processing Technology
14. Dr.K.Ananad, Physics
15. Dr.C.Gnanavel, EEE
16. Dr.S.Hemalatha, Maritime Commerce
17. Dr.R.E.Chandraseelan, Mechanical Engineering
18. Dr.Arivazhagan, IQAC Co-ordinator

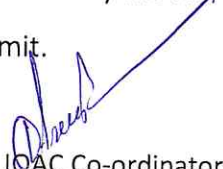
Agenda

1. To nominate a senior faculty as in-charge for NAAC file works
2. To discuss about the file preparation for NAAC Visit
3. To discuss about evaluation form of the Department

Minutes

1. After a detailed discussion, it is decided to nominate a senior faculty member as in charge for each Department for Preparation of NAAC related files.
2. The list of files to be prepared has been explained by the NAAC Co-ordinator in detail to all the members. The way of filing was also explained.

3. The IQAC Co-ordinator explained the evaluation form format prescribed by the NAAC SSR and requested the Department in-charges to prepare and submit.


IQAC Co-ordinator

Sl.No	Action Plan	Action Taken
1	List files to be given to each department for preparation	The list of files carefully designated as per the NAAC SSR and circulated to each department.
2	To circulate the NAAC Evaluation form to each department to submit the details	The empty evaluation form has been circulated to each Department to fill the details of 5 years.

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting of Green initiative in the campus
16-12-2020 at 02.00 pm in AF2, Mahatma Gandhi Block, AMET

Agenda

1. Discuss the Maintenance of existing facility
2. Improving green campus initiatives
3. Discuss the additional facilities required

Members attended

1. Mr. Sudhakar, Assistant Registrar, Maintenance
2. Mr. Karthik, Manager, Maintenance
3. Mr. Saravanan, Civil department
4. Mr. Ramanan, PRO
5. Mr. Praveen, Assit. Professor, Marine Engineering
6. Mr. Johnson, Supervisor
7. Mr. Prem, Supervisor
8. Dr. R. Sundar, Assit. Professor-EEE
9. Dr. D. Arivazhagan, Coordinator-IQAC (Convener)


Agenda points discussed by the Committee and resolved to recommend the following:

The IQAC Co-ordinator welcomed the members and appreciate their efforts in maintaining the campus. The following recommendation has been made after discussion:

1. Refining the facility of Green house
2. Utilization of the rain harvesting pits
3. Cleaning water pounds at an interval of one month
4. Creating free plastic Campus
5. Observing No-Vehicle day in this semester
6. Conducting Green audit regularly
7. Implementing ban on plastic
8. Creating awareness on Green campus among students

The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
Improvement of Green house	Planting more plants in Green house	The space of the Green house have been increased and more plantation done.
Conducting Green Audit	Discuss with Auditing Agency and conduct Audit	Green Audit has to conducted within April 2021


Coordinator, IQAC

IQAC General body Meeting

Minutes

Date:05-11-2020

Time :5.30 pm

Online mode :meet.google.com/chw-oqsb-sen

Member present

1. **Col Dr G Thiruvassagam**, Vice Chancellor, Chairman
2. **Mr S Karikalan**, Senior Vice President-AMET, (Member Management)
3. **Dr.N.Manoharan**, Pro-Vice chancellor
4. **Dr M Jayaprakashvel** Registrar i/c, Secretary
5. **Dr A Jaffar Hussain**, Former Professor and Head-Botany, Presidency College (External Member)
6. **Dr Geetha Swaminathanm**, Former Vice Principal, IQAC Coordinator and Controller of Examinations, Stella Mary's College, Chennai (External Member)
7. **Dr A Brindha Therese**, Deputy Director, Ranking and Accreditation, VIT University, Chennai (External Member)
8. **Prof Dr T Sasilatha**, Dean, EEE Marine & Dean -Academics, (Member)
9. **Dr S Prabhakaran**, Professor, Marine Engineering
10. **Capt K Karthik**, Dean-Nautical Science
11. **Mr.R.Sundar**, Assistant Professor, Department of Marine Engineering
12. **Dr.M.Rajavelan**, Asst.Professor, Department of Marine Engineering
13. **Dr.S.Poongavanam**, Professor, AMET Business School
14. **Dr.D.Rajasekar**, Professor, AMET Business School
15. **Ms.Akshya Sreenath**, Student member
16. **Mr.Vaibav**, Student member
17. **Dr.D.Arivazhagan**, Professor, AMET Business School Member-Coordinator

Agenda of the meeting:

1. Introduction of new members
2. Presentation of report on NIRF, ARIIA, AQAR 2019-20
3. Details of preparative works for NAAC Cycle 2
4. Review of planned activities of 2019-20
5. Plan for the academic year 2020-21
6. Any other Agenda with the permission of the Chair

Points discussed and recommendations made

General

1. **Col. Dr. G. Thiruvassagam**, Vice Chancellor has welcomed all the members. Vice Chancellor also introduced the newly nominated members.
2. The Vice Chancellor has narrated the overall vision of the University in the post accreditation period and also emphasized the necessary steps taken to improve the grade in the NAAC Re-Accreditation Process even under this Covid'19 pandemic.
3. The Vice Chancellor has appreciated the Coordinator - IQAC, the Core Working Group members, the Registrar, Joint Registrar and Dr.Prabhakaran for their efforts in preparing NAAC evidences.
4. The Chairman of IQAC also appreciated the efforts put by Capt.Karthik for his academic related international activities and also asked the mariners to contribute for E-Content.
5. **Dr. D.Arivazhagan**, Coordinator, IQAC has presented the data, details and submissions towards as per the agenda in the form of a PowerPoint presentation
6. The Coordinator, IQAC thanked the Vice Chancellor, all Core Working Group members and Registrar for their contribution in NAAC preparatory work.
7. The Coordinator, IQAC mentioned that IQAC of AMET has been formally inaugurated on 13-05-2013 with internal faculty as its members and under the able guidance of the Vice Chancellor 15th Nov 2015 AMET got NAAC accreditation.
8. The Coordinator, IQAC appreciated many initiatives taken to improve the quality of education by Dr.M.Jayaprakashvel than Coordinator IQAC under the guidance of our Vice chancellor.
9. As per the agenda Coordinator IQAC presented the report on National Institutional Ranking Framework (NIRF) MHRD- AMET comes under this ranking list for the first time under the rank band of 201-250 , Atal's Ranking of Institutions on Innovation Achievement (ARIIA) AMET comes under Band B i.e., Rank between 26th to 50 among private self-financed Universities, In Performance Indicators in Maritime Education and Training (**PIMET**) Ranking by International Association of Maritime Universities (IAMU), Japan, **AMET placed 3rd place in overall ranking and in research bench mark AMET stands second secured. In Comprehensive Inspection Programme (CIP) by DGS AMET achieved A1 Grade.**

10. All the members appreciated the efforts taken by AMET and congratulated the Team lead by the Vice Chancellor
11. Capt.Karthik emphasized on AMET presence in International Association Maritime University and the senior Vice president appreciated the achievement in IAMU Ranking and requested marine faculty to contribute more in Marine related Research work

Reported Items

12. Co-ordinator, IQAC enlightened the AQAR 2019-20 with the following points:
 - 12.1. IQAC took **20** Quality initiatives
 - 12.2. Number of IQAC meetings conducted for Quality improvement: **13**
 - 12.3. Achieved ranking in **CIP,NIRF,ARIIA** and **PIMET**
 - 12.4. Syllabus revision was carried out in **15 UG** and **2 PG** programme
 - 12.5. All programme focused on **employability/ entrepreneurship/ skill development**
 - 12.6. A new programme **B.Voc** (Banking, Financial Services and Insurance) introduced
 - 12.7. **30** number of value added programme conducted for students
 - 12.8. All the students participated in home based digital internship under Covid' 19 period
 - 12.9. Student Faculty ratio is **1:14**
 - 12.10. Number of faculties : **237**
 - 12.11. Number of ICT enabled class Rooms : **117**
 - 12.12. Number of Faculty with Ph.D : **84**
 - 12.13. Honours and recognition received by teachers : **136**
 - 12.14. Number of days from the date of semester-end/ year- end examination till the declaration of results : **14 days**
 - 12.15. Average percentage of Student complaints/grievances:**0.97**
 - 12.16. Over all Pass percentage of students : **95%**
 - 12.17. Teachers awarded National/International fellowship : **5**
 - 12.18. Research funds sanctioned and received from various agencies, industry and other organisations : **491 lakhs**

- 12.19. Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry : **164**
- 12.20. Awards for Innovation won by Institution/Teachers/Research scholars/Students : **87**
- 12.21. No. of Incubation centre created, start-ups incubated on campus: **28**
- 12.22. Ph.D's awarded : **10**
- 12.23. Research Publications in the Journals notified on UGC website : **504**
- 12.24. Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year : **253**
- 12.25. Patents published/awarded/applied : **2**
- 12.26. Revenue generated from Consultancy : **389 lakhs**
- 12.27. Revenue generated from Corporate Training : **120 lakhs**
- 12.28. Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) : **329**
 - 12.28.1. MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc.: **34**
 - 12.28.2. Library Services - Added
 - 12.28.3. Total Books : **10948**
 - 12.28.4. Reference Books : **4416**
 - 12.28.5. e-Books : **60000**
 - 12.28.6. Print Journals : **132**
 - 12.28.7. e-Journals : **29730**
- 12.29. **RFID** technology has been implemented
- 12.30. **Talking Library** Established
- 12.31. E-Content Under : **Udemy, Vidyamithra, Teachers Academy, LMS**
- 12.32. **Media Centre** Established
- 12.33. Financial Support from institution : **1420** students benefitted
- 12.34. Government and NGO Scholarship : **670** students benefitted
- 12.35. No. of registered Alumni: **12217**
- 12.36. Number of professional development organized for Faculty : **149**

- 12.37. Number of administrative training programmes for Non-teaching staff : **14**
- 12.38. Number of Quality initiatives under taken by IQAC : **20**
- 12.39. (Number of gender equity promotion programmes organized : **18**
- 12.40. Number of initiatives to address locational advantages and disadvantages : **107**
- 12.41. Activities conducted for promotion of universal Values and Ethics: **97**

13. The Coordinator, IQAC enlightened the next agenda on **Details of preparative works for NAAC Cycle 2** with the following data

- 13.1. AQAR for 2015-17,2017-18,2018-19,2019-20 submitted
- 13.2. NBA SAR submitted expecting physical verification
- 13.3. Tentative IIQA submission 3rd Week of November 2020
- 13.4. Criteria 1 Curricular Aspects – 150
- 13.5. Criteria 2 Teaching Learning and Evaluation – 200
- 13.6. Criteria 3 Research Innovation and Extension – 250
- 13.7. Criteria 4 infrastructure and Learning Resources – 100
- 13.8. Criteria 5 Student Support and Progression – 100
- 13.9. Criteria 6 Governance Leadership and Management – 100
- 13.10. Criteria 7 Institutional Values and best practice – 100
- 13.11. Data collected for 5 years from the Departments
- 13.12. Additional Information work is under progress
- 13.13. Departmental level - documents collection and filing work is under progress
- 13.14. Website uploading document preparation under progress

14. The Coordinator, IQAC presented the next agenda as follows:

PLAN OF ACTION CHALKED OUT BY THE IQAC IN THE BEGINNING OF THE ACADEMIC YEAR TOWARDS QUALITY ENHANCEMENT AND OUTCOME ACHIEVED BY THE END OF THE ACADEMIC YEAR 2019-20

Plan of Action	Achievements/Outcomes	% of Outcome
Spearheading the preparative works for the NAAC Re-Accreditation	1. IQAC formed a core working group which works on each criteria for NAAC Re-Accreditation.	80%
	2. One workshop, one brainstorming session and two orientation programmes on NAAC parameters were conducted	
	3. Forms and procedures for the OBE were	

	prepared and circulated by the IQAC	
Prioritizing the ranking works such as NIRF, Swachata Ranking etc	NIRF Rank achieved first time under Engineering Category	100%
Continuing the regular works of the IQAC to promote the overall quality of the University	1. Established AMET Research Connect Forum for discussing recent happening in Research. The ARCF has conducted Eight events in 2019-20	100%
	2. Conducted Five workshops/orientation programmes for the promotion of OBE	
	3. Implemented the Academic Integrity Policy in the University to promote ethics in research	
	4. Funded research has increased. AMET has also sanctioned student projects and seed money for faculty. Altogether a total of 177 industry projects worth Rs 632 Lakhs (INR)	
To implement and monitor the Outcome Based Education	The IQAC has arranged almost 5 FDP programmes on OBE which includes CO-PO Mapping, Course attainment and Basics of OBE	100%
To create and sustain a vibrant research atmosphere in the campus	IQAC has formed a committee to identify the good publication and suggest incentive to the faculty member who published that paper. Incentives to the faculty who publishing Books and incentives for other research activities	100%
To establish forms and procedures to sustain quality ambience in the University	IQAC has created forms and procedures for feedback from stakeholders, digital home based internship evaluation & submission and Students Scholarship form etc	100%

INTERNAL QUALITY ASSURANCE CELL (IQAC) FUTURE PLANS FOR THE ACADEMIC YEAR 2020-2021

- ❖ To get NAAC Accreditation with A Grade (with a CGPA more than 3.6) which will facilitate AMET to start Off Campuses and Offshore Campuses

- ❖ AMET is progressively marching towards getting established as an International Maritime Knowledge Hub by expanding its all-academic, research and outreach activities in the chosen fields
- ❖ To attract highly qualified and experienced personnel for faculty positions for imparting quality education and skills and motivating them to do research with excellent financial compensation in a congenial working environment.
- ❖ To enhance laboratory facilities with state-of-the-art equipment and advanced technological tools for teaching and research purposes.
- ❖ To reach out to industries, research laboratories and academic institutions around the world for collaboration and joint research programmes for identifying and finding solutions to technical and technological problems.
- ❖ To concentrate on the environmental concerns plaguing the earth due to industrial activities and deliver mitigation efforts.
- ❖ To reach out to the community through various programmes for awareness, involvement and participation to usher in a better society.
- ❖ Spearheading the preparative works for providing more skill development programme, increasing paper publication, Community service and environmental friendly campus

- ❖ Prioritizing the ranking works such as NIRF, ARIIA Ranking etc

- ❖ Continuing the regular works of the IQAC to promote the overall quality of the University
- ❖ To increase number of workshops on Outcome Based Education
- ❖ To conduct one funded conference
- ❖ To create and sustain a vibrant research atmosphere in the campus
- ❖ To establish forms and procedures to sustain quality ambience in the University

The Co-ordinator, IQAC given the **Prospective Action plan for the Departments and Faculty** to achieve the above goals:

Department Activities for Academic year 2020-21

S.No	Description	Number of activities/events Planned in Online mode/offline mode
1.	International Conference/Seminar with Proceedings (ISBN) –Core Departments	10(all Depts.)
2.	National Conference/Seminar with Proceedings(ISBN)-Core and allied Departments	10(All Depts.)
3.	Department Symposium	10(All Depts.)
4.	Alumni Guest Lecture	30(All Depts.)
5.	Alumni Meeting	22(All Depts.)
6.	Industrial Visit	For all Students
7.	Internship (for all students)	For all Students
8.	Parents Meeting	22(1/Sem)
9.	Professional development/ training programme for teaching Faculty	22(1/ Sem)
10.	Administrative training programme for Non-Teaching Staff/Technical Staff	4
11.	Professional Development Programme/Orientation/Induction Programme/Refreshers course/Short term course for teachers (FDP)	22(1/ Sem)
12.	Workshop/Seminar on Research Methodology/IPR/Entrepreneurship/ Skill Development	22(1/ Sem)
13.	Feedback on curriculum and other parameters from all four stakeholders	1/ Sem
14.	Personality Development/Career Guidance programme	22(1/ Sem)
15.	Academic Administrative Audit	All

		Departments(1/Year)
16.	Functional MOU with at least 2 activities	22 MOUs (1/ Sem)
17.	Board of Studies	All Departments (1/Year)
18.	Meeting of OBE Committees and their minutes	As per requirement At least 2 per Sem (all Departments)
19.	Value Added Courses	One/Semester for entire students of the Department(18 value added courses from all the Departments)
20.	Department level cultural and sports events	22 numbers(2/Sem)
21.	Student Organized Club Events	22 numbers (2/Sem)
22.	Career Development Activities	11(1/Sem)
23.	Promotion events for higher studies	11(1/Sem)
24.	Coaching for competitive examinations	10(1/Sem)
25.	Industry Engagement in Course Delivery/Internship/Guest Lecture	30(1/Sem) from all the Departments
26.	Review of syllabus by External Experts	1/Year
27.	Promotion of Green Campus Activities	22 activities(1/Sem)
28.	Department Level Magazine/Newsletter	1/Sem
29.	Student Awards for Competitions outside the University-sports/cultural/talent events	5/Sem (55 events from all the Department)
30.	Student Participation in Innovation Contests/ Hackathons	10/Sem

Faculty Commitments for Academic year 2020-21

S.No	Description	Expected output
1.	Student Results obtained	75% (Each Faculty)
2.	Student Feedback	75% (Each Faculty)
3.	Publication in Journals(UGC/Scopus/Web of Science)	300 (All faculty members)
4.	Paper Presented in National/International Conference(ISBN Number)	300 (All faculty members)
5.	Mentor/Mentee Report	1/Sem (All faculty members)
6.	Library Online/Offline Entry	30/Month (Each Faculty)
7.	Course file for Handling subjects	1/Subject (Each Faculty)
8.	Book(s)/Article(s)/Chapter(s) published	300 (All faculty members)
9.	Extension Activities with NGO organized with recognition letter	150 (All faculty members)
10.	Community Services organized with recognition letter	150 (All faculty members)
11.	Research Projects/Consultancies/Seed money Project	150 (All faculty members)
12.	Video Lectures for LMS/Private /Govt. MOOC Platform	600 (All faculty members)
13.	Training Courses, Teaching-Learning Evaluation Programme, Faculty Development Programme Attended	300 (All faculty members)
14.	Seminar/Workshop/Guest Lecture Attended	300 (All faculty members)
15.	Guest Lectures Arranged	300 (All faculty members)
16.	Academic/Industrial Membership	150 (All faculty members)
17.	National/International/ Academic/Innovation/Research Award	150 (All faculty members)

Suggestions Given by Committee Members:

15. Ms.Geetha Swaminathan appreciated the content and suggested to strengthen the students survey to secure more marks
16. The Pro-Vice Chancellor suggested the IQAC coordinator to find the gap between the requirement and the present status. He also advised to create more center of Excellence.
17. Dr.Brindha Therasa emphasized on more patents and Ph.D produced by the University. She also advised the IQAC to concentrate more on Teaching learning and Evaluation & Research Innovation and Extension which need to be emphasized much in all reports
18. The Vice Chancellor appreciated the efforts put by Dr.Rengamani, Professor of AMET Business School, and Mrs.Subha, Associate Professor of English Department for their contribution in E-content development in the Udemy, Techers Academy, Vidyamithra and e-PG-pathasala platforms.
19. The Vice Chancellor also requested Capt.Karthik to develop e-content on Utilizing Artificial Intelligence in Ship
20. The Registrar suggested to concentrate more on collaboration activities, Research contribution and quality of energy conservation
21. Dr,Jaffer Hussain Congratulated the Vice chancellor and the IQAC Team for their progress and wished them to get good results in NAAC cycle 2
22. Dr.T.Sasilatha suggested to go for programme Outcome attainment for all courses to achieve the University vision and mission.
23. Dr.Manoharan emphasized on the gap analysis and to do the SWAT analysis.
24. Dr.Rajasekar, Director Research briefed about the research area and current status
25. Mr.Sundar explained about the infrastructure facilities newly created and improvised
26. Dr.Rajavelan listed out work done in Teaching Learning & Evaluation, Institutional Values & Best Practices
27. Dr.Poonagavanam briefed about student support activities.
28. The Senior Vice president appreciated all the CWG members on behalf of the Management.

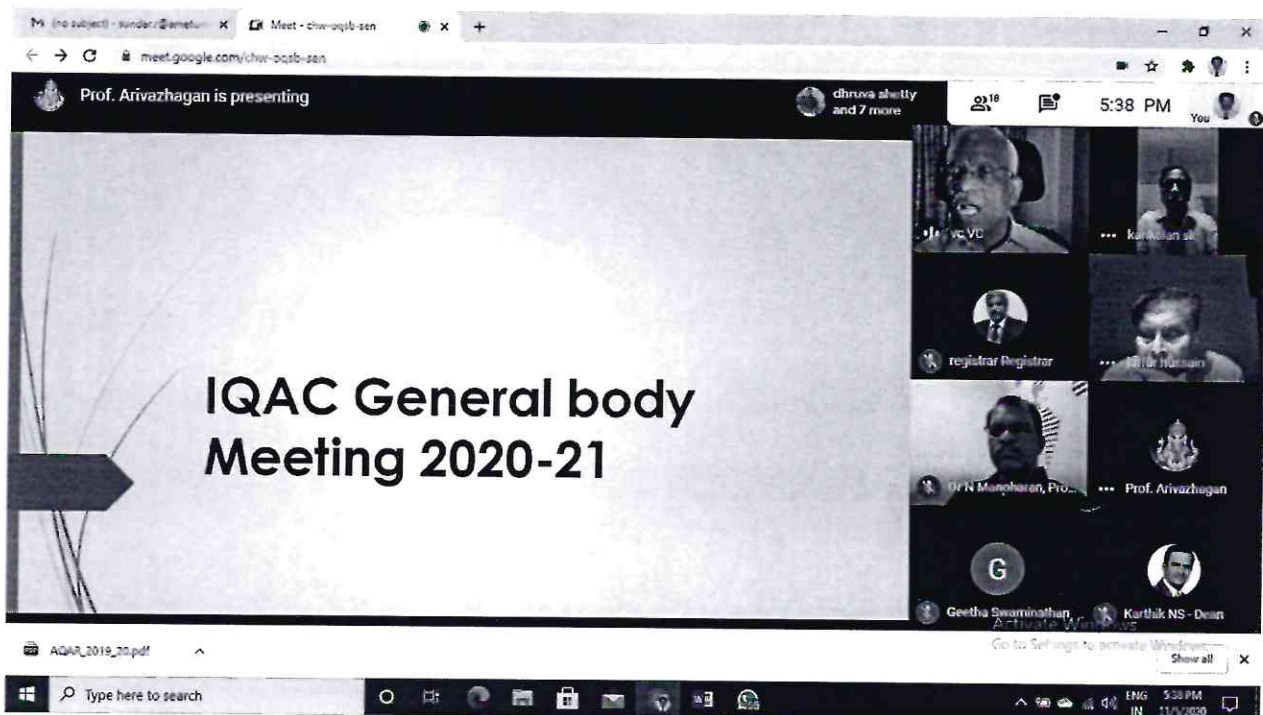
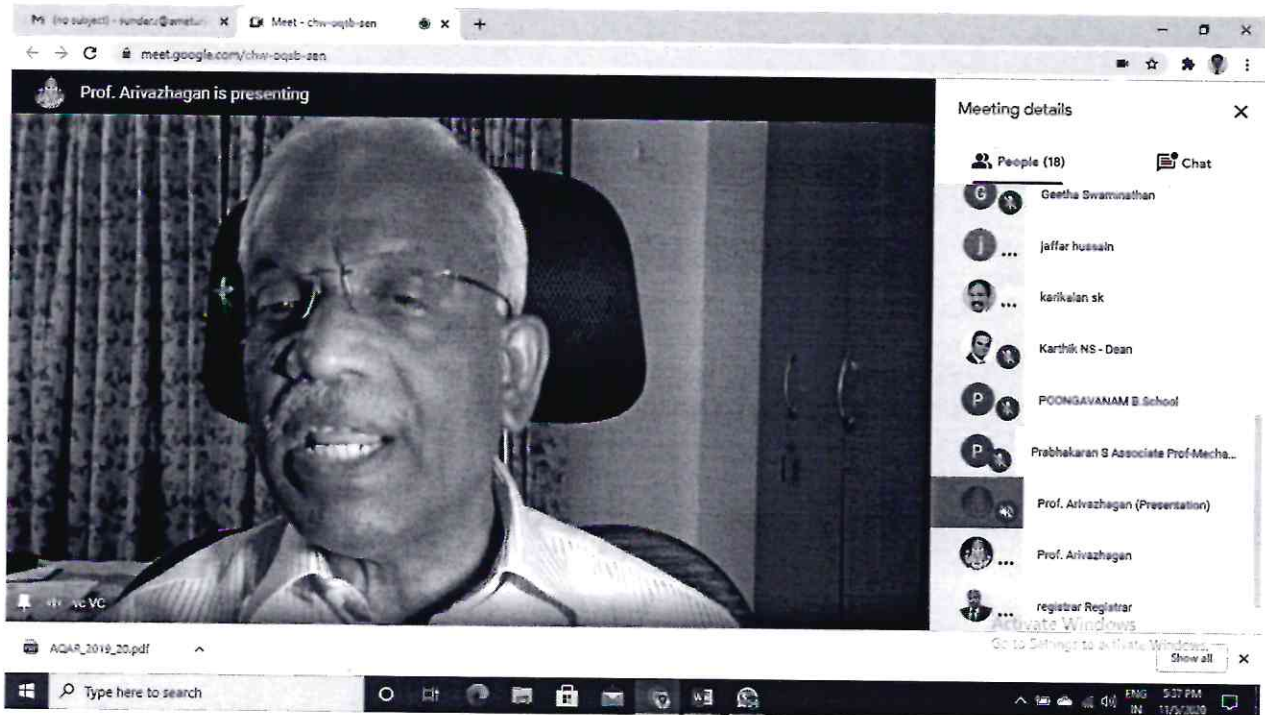
29. The student members expressed their satisfaction on quality of online classes conducted by the University in this pandemic period.
30. The Co-ordinator, IQAC conveyed his gratitude to Dr.M.Jayaprakashvel and Dr.S.Prabhakaran for their support in NAAC preparatory work.
31. The Vice Chancellor concluded the meeting with fixing tentative date for submission of IIQA.
32. The Co-ordinator, IQAC proposed vote of thanks.

Registrar i/c

Encl: Screenshots of Online Meeting

Google Meet Screenshots

The Vice Chancellors opening Address



The IQAC Co-ordinator Presentation

Prof. Arivazhagan is presenting

Achievements 2020-21

- ❖ **NIRF** (National Institutional Ranking Framework)
- ❖ **ARIIA** (Atal ranking of institutions on innovation achievement)
- ❖ **PIMET** (Performance Indicators in Maritime Education and Training)
- ❖ **CIP** (Comprehensive Inspection Programme)

Meeting details ^

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Prof. Arivazhagan is presenting

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Members Discussion

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Dr N Manoharan, Pro VC, AMET U...

registrar Registrar

Prof. Arivazhagan

Prabhakaran S Associate Prof-Mechanical

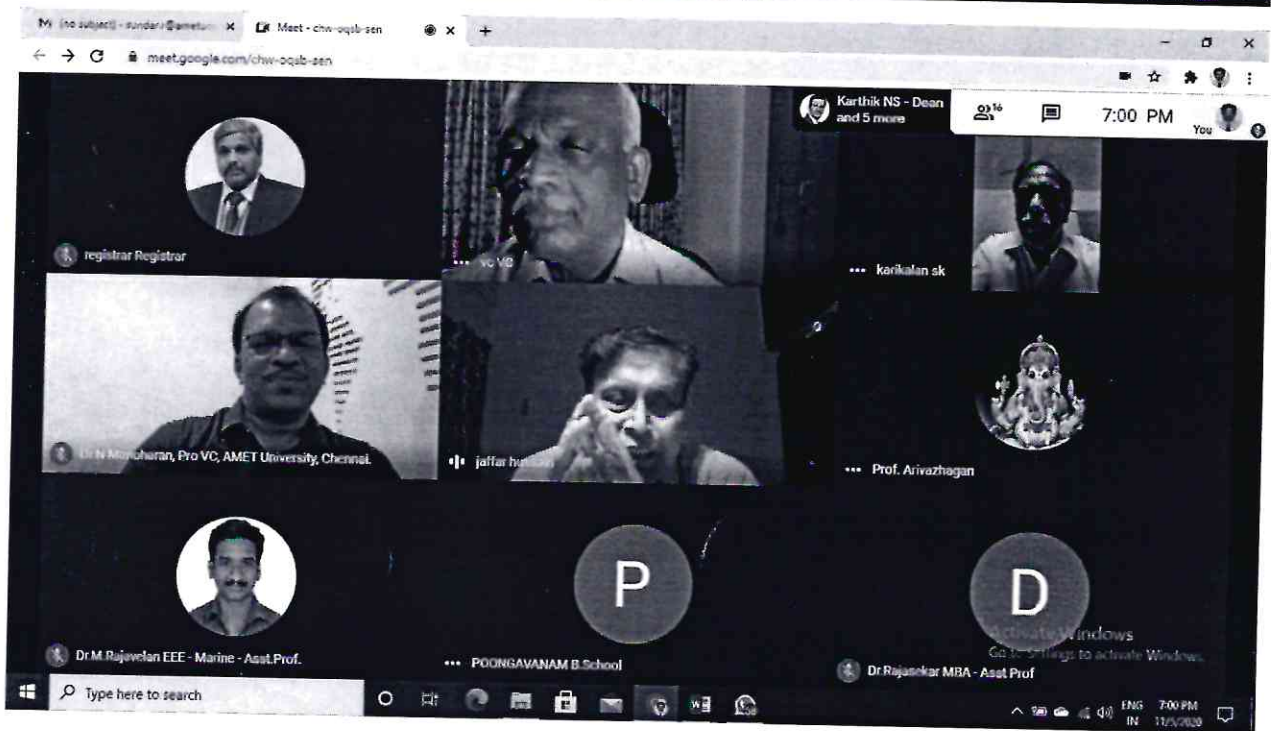
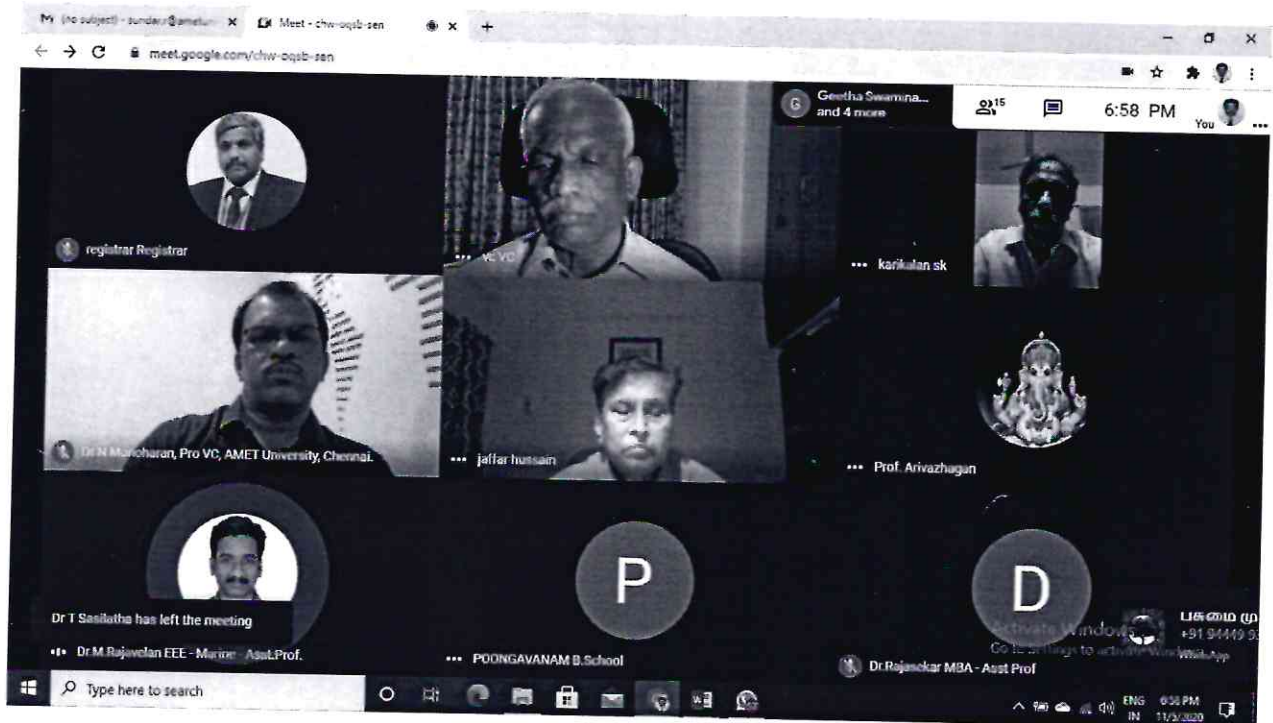
POONGAVANAM B.School

Geetha Swaminathan

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ENG 6:51 PM 11/5/2020



Dr. Arivazhagan



AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
DEEMED TO BE UNIVERSITY
(Under Section 3 of UGC Act 1956)

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting of Enhance the Knowledge of Administrative staff
16-10-2020 at 02.00 pm in AF2, Mahatma Gandhi Block, AMET

Agenda

1. Analyzing the difficulties of administrative workers during Covid-19
2. Improving the efficiency of administrative work in Pandemic Period
3. Discuss the knowledge needs

Members attended

1. Mr. R.Paul, Assistant Registrar, Administration
2. Ms.Thilagavathi, Admission department
3. Mr.Suresh, Assistant registrar, Administration
4. Mr.Kirubamoorthy, Secretary, AMET Business School
5. Dr M.Rajavelan, Asst.Professor-EEE
6. Dr. D. Arivazhagan, Coordinator-IQAC(Convener)

Agenda points discussed by the Committee and resolved to recommend the following:

1. Finding Difficulties of administrative workers during Covid-19

The IQAC Coordinator welcomed the members and expressed his satisfaction about their work and asked them to explain their difficulties in doing their administrative works in this Covid-19 period. The members Explained

- a. Shortfall of man power in arranging the files.
- b. Working space should be Sanitized
- c. Workshop should be conducted for handling Video conference.

IQAC co-ordinator assured them that all those problems will be solved after discussion with the concerned authorities.

2. Improving the efficiency of Work in Pandemic Period

The members discussed how to improve the efficiency of doing administrative work in Pandemic period. Many suggestions were explored and the IQAC Co-ordinator requested the Assistant Registrar's to take care of the methods to follow as per the requirements.


3. Knowledge needs

The basic knowledge needs to do the administrative discussed. The members expressed the shortfalls. The committee decides to upgrade the knowledge on:

- a. Video Conference
- b. Google Meet
- c. Whats-up calls

The responsibility of conducting orientation programme was handed over to Assistant Registrar administration.

Activity Suggested	Action Plan	Action Taken
Space requirement	IQAC has to discuss with maintenance department	IQAC discussed with Maintenance department and sanitize the work place and make sure the SOP given by the Govt. Followed
Organize a hands on workshop for secretaries	IQAC planned to organize a workshop with internal faculties	IQAC organized a workshop on 23 rd of Oct 2020 in Communication through Online mode


Coordinator, IQAC



AMET

ACADEMY OF MARITIME EDUCATION AND TRAINING
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(Under Section 3 of UGC Act 1956)

INTERNAL QUALITY ASSURANCE CELL (IQAC) **Minutes of Meeting of Implementation and Monitoring Committee for Online Classes** **22-09-2020 at 02.00 pm in AF2, Mahatma Gandhi Block, AMET**

Agenda

1. Student attendance, recording of session
2. Course Material Disbursement
3. Follow up of activities related to the CAT
4. Preparing 1st year Students for Online Examination

Members attended

1. Dr R Rajavel, Professor and Head, Dept of Mechanical Engineering
2. Capt.Karthik, Vice Principal, DGS Courses
3. Dr K.Umanath, Professor-Mechanical Engineering
4. Dr D Rajasekar, Professor, AMET Business School (Special Invitee)
5. Dr D Arivazhagan, Coordinator-IQAC (Convener)

Agenda points discussed by the Committee and resolved to recommend the following:

1. Student attendance and recording session

- a. The Committee has recommended to ensure the presence of students in online classes by taking attendance at every session by the handling faculty member.
 - b. However, there shall be relaxation for students who are unable to attend the classes due to technical reasons with proof.
 - c. The students who are unable to attend the class, he/she can download the teaching material from the server and listen to it.
 - d. Each faculty has to upload the recording content of handling class in University LMS with the help of System Manager.
2. Course Material should be disbursed to the students through mail.
 3. The committee recommends the Heads of the Department has to ensure the timely submission of question papers and answer key to the office of the COE.
 4. Prepare a structured procedure to attend online examination through Mycamu and distribute the same to the students. After that a mock examination may be conducted for ensuring safe and secure examination

Activity Suggested	Action Plan	Action Taken
Class Attendance and recording of the teaching session	IQAC requested the Registrar to form a committee to monitor the class	Class Attendance taken through Mycamu software arranged. System manger implemented the uploading and viewing of Teaching session of conducted classes
Preparing Students for online Examination	The IQAC requested the COE office to conduct Mock Examination for 1 st year students	The office of the COE prepared the procedure for conducting online examination and informed to the students. The office of the COE is also conducted a mock examination for 1 st year students and made everyone to understand the procedure. 1 st Semester Examination conducted successfully.


 Coordinator, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC) AMET UNIVERSITY
MINUTES OF THE MEETING OF THE HEADS HELD AT 03.00 PM ON 03.08.2020

Date: 03-08-2020

Time: 03.00 pm

Meeting Mode: Google Meet; Meeting Link: <https://meet.google.com/vve-qbpf-byr>

MEMBERS PRESENT

1. Dr. Col. G. Thiruvassagam, Vice-Chancellor (in the Chair)
2. Dr N Manoharan, Pro Vice Chancellor
3. Dr M Jayaprakashvel, Registrar i/c
4. Mr. Bhoopathy Bhaskaran , Head – Marine Engineering/ Principal DGS Courses
5. Capt. K. Karthik, Dean – Nautical Science
6. Dr. D. Arivazhagan, Dean- Curriculum Development
7. Dr.T.Sasilatha, Dean – Academic
8. Dr. K. Thiruvenkatasamy, HOD, Dept. of Harbour and Ocean Engineering.
9. Dr. R. Rajavel, HoD, Dept. of Mechanical Engineering
10. Mr.M.S.P. Raju, HoD, Dept. of Naval Architecture and Offshore Engineering
11. Dr.TNagalakshmi, Head, Dept. of Petroleum Engineering
12. Dr.K.S.Siva Subramanian, HoD, Dept. of Mining Engineering
13. Dr. L Senthilnathan, HoDi/c, Dept. of Marine Biotechnology
14. Dr. J.Rengamani, Director, AMET Business School

15. Dr. R. Srinivasan, HOD, Department of Management Studies
16. Dr.K.Duraipandian, HoD, Dept. of Maritime Commerce
17. Mrs.Sasiprabha, HOD, Dept. Food Processing Technology
18. Dr.K.Komathy, HoD, Dept. of Information Technology
19. Dr S Arjunan. HoD, Dept of Chemistry
20. Dr.K.K.Sivakumar, Head i/c, Dept. of Chemistry
21. Dr. A.Manoj Kumar, Physical Education
22. DrKulalmolial, HoD English
23. Dr.D.Arivazhagan IQAC Coordinator

Special Invitees

24. Prof K seyadu, Chief Executive Officer
25. Dr N R Ramkumar, Proctor
26. Dr.R.Muthezhilan, Controller of Examinations

Agenda

1. Resuming of online classes
2. Documentation works for NAAC and NBA Accreditation

Points discussed and recommended

1. The Vice Chancellor has welcomed all the members and congratulated the team of Officials and Faculty who have contributed in the successful conduct of End Semester Examinations in online mode.

2. The Vice Chancellor has requested the opinion of all the HoDs with reference to resuming of online teaching for the students except first year as per their curriculum. The UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown (included the revised guidelines) were also considered while planning for online classes. The following recommendations are proposed.
- a. Online classes for the students shall commence from August 17, 2020.
 - b. The online classes shall be conducted six days a week
 - c. There shall be no online classes on declared holidays and Sundays
 - d. Per day, there shall be four online class periods.
 - e. Each period is one hour duration
 - f. Each of the Periods shall have 30 mins break
 - i. Period 1: 10 am to 11 am
 - ii. Period 2: 11.30 am to 12.30 pm
 - iii. Period 3: 02.00 pm to 03.00 pm
 - iv. 03.30 pm to 04.30 pm
 - g. Student attendance is compulsory and will be calculated as eligibility to appear for End Semester Examinations as per the existing norms. Student attendance shall be recorded in the MYCAMU portal. Students are expected to attend all four periods of a day in full to gain one day attendance.
 - h. Weekly attendance summary will be shared with the students
 - i. Virtual Labs, Video demonstrations of lab experiments shall be offered to the students in the applicable practical courses in a suitable way that may deem fit for the objectives and outcomes of the practical courses. AICTE recommended Virtual Labs may be utilized for this purpose

- j. Per week, 24 hours of online classes shall be engaged with all Theory and applicable practical courses. Additional hours shall be utilized for the soft skills, student activities (like seminars, quiz, webinars, and club activities), tutorials etc.
3. The Registrar i/c had presented a tentative academic calendar for 2020-21 prepared in accordance with the UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown (included the revised guidelines). It is recommended for approval.
4. The Director ICT Enabled Education has to organize sufficient training sessions for both Faculty and Students to have online education through MYCAMU with a pre-planned schedule
5. The following Committee shall be formed to conduct a feedback on Faculty Performance in online classes. The Committee shall device the form, conduct the survey, analyze the same and report to the University.
 1. Dr T Sasilatha, Dean -Academics (Convener)
 2. Capt K Kathik, Dean-Nautical Science
6. The following Monitoring Committee for Online Education is formed to monitor and review the effectiveness of online education in the University
 - a. Dr N Manoharan, Pro Vice Chancellor (Chairperson-Convener)
 - b. Dr R Rajavel, HoD Mechanical Engineering (Internal Member)
 - c. C/E DI Thiyagarajan, MEO Class I Chief Engineer -Retd (External Member)
7. The following Committee shall prepare the formal guidelines and advisory documents about online education in AMET. The committee shall submit the document on 10-08-2020.
 - a. Dr M Jayaprakashvel, Registrar i/c (Convener)
 - b. Prof BhoopathyBhaskaran, Principal DGS Courses

c. Dr T Sasilatha, Dean Academics

8. HoDs shall prepare weekly time table, lesson plan and course delivery. The same shall be submitted to the Director ICT Enabled Education to update in MYCAMU
9. From 10-08-2020 onwards, the Heads of the Department shall visit the University with required number of Faculty and complete the documentation works pending with reference to both NAAC and NBA works
10. The Core Working Group of IQAC and NBA Coordinators shall be available in the University campus for guidance of the Departments in documentation
11. The Coordinator IQAC shall send the pending documentation works to the Departments.
12. All those who attend the University duties at Campus from 10-08-2020 onwards, shall maintain hygiene practices and social distancing as per the Government Instructions. Wearing Masks inside the campus and washing hands frequently is compulsory.
13. The travel expenditure by the Faculty who attend University works at Campus shall be reimbursed.

14. The IQAC Co-ordinator thanked all the members.

Activity Suggested	Action Plan	Action Taken
Work group to be formed for NBA work	Using Research Scholar for NBA work	Work group for NBA formed. The work is under progress


IQAC Co-ordinator